Department of Energy
Washington. DC 20585

January 13, 2005

MEMORANDUM FOR: PROGRAM RECORDS OFFICIALS

FROM: SHARON A. EVELIN
DEPARTMENTAL RECORDS OFFICER,
IM-11

SUBJECT: RECOMMENDED TRAINING
REQUIREMENTS FOR RECORDS
LIAISONS

At the request of the Program Records Officials, this Office has identified recommended minimum training requirements for Records Liaison Officers. The recommendation is based on the National Archives and Records Administration's (NARA) certification program and newly designed training courses. The training will provide individuals with the minimum knowledge essential to carry out records management duties and, if they choose, begin NARA's full certification program.

The following courses are offered at NARA's College Park location and should be taken within a two year period, essentially two or more each year. Cost of the courses is minimal and ranges from $150 to about $450.

- Creating and Maintaining Agency Business Information
- Records Schedule Implementation
- Managing Electronic Records
- Vital Records

Please determine which of your Records Liaisons will participate and Roxzanne Jones, of my staff, will contact you in the near future to arrange registration for the courses.

Any questions regarding the training requirements may be addressed to me at sharon.evelin@hq.doe.gov.